



State of California-Health and Human Services Agency  
Department of Health Services



ARNOLD SCHWARZENEGGER  
Governor

November 2, 2004

CMS Information Notice No: 04-07

TO: ALL COUNTY CALIFORNIA CHILDREN'S SERVICES (CCS) PROGRAM  
ADMINISTRATORS AND CHILDREN'S MEDICAL SERVICES (CMS)  
BRANCH STAFF

SUBJECT: HEALTHY FAMILIES (HF) CASELOAD, BUDGETS, AND  
EXPENDITURES FOR FISCAL YEAR (FY) 2003-2004 AND FY 2004-  
2005

The purpose of this Notice is to inform you that HF funding has been approved to share in the cost of administration of the CCS Program and to provide instructions to county CCS programs about changes required in CCS Administrative budgets and invoices in order to claim HF funding reimbursement.

During the May Revise 2004 of the Governor's Budget, the CMS Branch was approved to:

- ◆ include HF funding in the FY 2003-04 CCS Administrative Budgets;
- ◆ allow local CCS Programs to claim HF reimbursement in the CCS Administrative Expenditure Invoices; and
- ◆ include HF funding in the FY 2004-05 CCS Administrative Budgets.

**I. FISCAL YEAR 2003-04**

**A. Budget Revisions to the FY 2003-04 CCS Administrative Budget**

1. If a county CCS Program did not serve any HF caseload or incur any HF expenditures for FY 2003-04, then no further action is required.

Proceed to **II. FISCAL YEAR 2004-05**.

2. If a county CCS Program did serve HF clients during FY 2003-04, then the following steps should be taken to claim reimbursement for FY 2003-04 HF expenditures.

- a) Submit a Budget Revision to the FY 2003-04 CCS Administrative Budget using the new Budget Revision Summary Form (Attachment A). The Budget Revision Worksheet (detail) does not need to be submitted. The total budget amount will remain the same; only the Source of Funds distribution will change.
- b) To assist counties with calculating the Source of Funds, a worksheet has been developed (Attachment B). This worksheet is formula-driven in EXCEL and has been added on the CMS Website at:  
  
<http://www.dhs.ca.gov/PCFH/cms/onlinearchive/pdf/cms/informatio notices/2004/cmsin0407/cmsin0407.htm>.
- c) Counties fill in the shaded areas and the calculations will be entered automatically. Once that is completed, transfer the amounts (where indicated by the arrows on the worksheet) to the Budget Revision Summary. Instructions for completion of the worksheet are also attached (Attachment C).

Samples of the Budget Revision Summary Form (Attachment D) and CCS Worksheet – Healthy Families (Attachment E) are provided.

**B. Supplemental Invoices to the Initial CCS Administrative Expenditure Invoices**

County CCS Programs may submit supplemental invoices to the FY 2003-04 CCS Administrative Expenditure Invoices for reimbursement of the HF expenditures.

The CCS Administrative Expenditure Invoice (Attachment H) has been revised. This two-page invoice identifies actual HF client caseload and actual expenditures by source of funds. Instructions for the completion of the revised invoice form are provided in Attachment I.

Using the revised CCS Administrative Expenditure Invoice, prepare a supplemental invoice to each quarterly CCS Administrative Expenditure Invoice in which HF clients were served. Each supplemental invoice should

separately identify the actual HF caseload and expenditures and reflect the funding sources for these expenditures.

The total expenditures for each quarterly invoice will not change but the distribution of the costs will be adjusted to reflect HF expenses and the corresponding funding sources.

A sample of the revised CCS Administrative Expenditure Invoice is provided in Attachment J.

## **II. FISCAL YEAR 2004-05**

### **A. CCS Administrative Budget**

#### **Budget Summary**

1. Complete the new CCS Administrative Budget Summary page (Attachment F) as usual by transferring amounts from the CCS Administrative Budget Worksheet to the Category/Line Item Boxes (top set of boxes).
2. Source of Funds boxes, Columns 1 and 2 have been changed to include Healthy Families. Columns 3, 4 & 5 have not been changed.
  - a) Complete the CCS Worksheet – Healthy Families (Attachment B).
  - b) Transfer amounts from Lines 6(b), 7(b), 10(b) and 12(b) of the worksheet to the Budget Summary, Source of Funds Box, Column 2.
3. A sample of the new CCS Administrative Budget Summary is provided in Attachment G.

### **B. CCS Administrative Expenditure Invoice**

For FY 2004-05, county CCS Programs are requested to begin using the revised CCS Administrative Expenditure Invoice form (Attachment H).

If the county CCS Program has already submitted a quarterly CCS Administrative Expenditure Invoice using a previous form, then a supplemental invoice using the revised form (Attachment H) is required.

If the county CCS Program has not submitted a quarterly CCS Administrative Expenditure Invoice, then begin using the revised form (Attachment H) to report expenditures.

### III. DUE DATES

Please submit the **Budget Revision Summary for FY 2003-04** to your Regional Office Administrative Consultant/Analyst by **DECEMBER 31, 2004**.

Please submit the new **Budget Summary for FY 2004-05** to your Regional Office Administrative Consultant/Analyst by **NOVEMBER 12, 2004**.

Please submit any **supplemental invoices for FY 2003-04** to the CMS Branch by **JANUARY 21, 2005**.

### IV. ATTACHMENTS

The following documents have been provided to assist in the preparation of:

#### A. Budget Summary/Revision

- Attachment A: CCS Administrative Budget Revision Summary
- Attachment B: CCS Worksheet – Healthy Families
- Attachment C: Instructions for CCS Worksheet Healthy Families
- Attachment D: Sample CCS Administrative Budget Revision Summary
- Attachment E: Sample CCS Worksheet – Healthy Families
- Attachment F: CCS Administrative Budget Summary
- Attachment G: Sample CCS Administrative Budget Summary

#### B. CCS Administrative Expenditure Invoices and Supplemental Invoices

- Attachment H: CCS Administrative Expenditure Invoice (Revised September 2004)

- Attachment I: Instructions for Completion of Administrative Expenditure Invoice
- Attachment J: Sample of CCS Administrative Expenditure Invoice (Revised September 2004)

Should you have any questions about the Budget Summary or Budget Revision Summary, please contact your Regional Office Administrative Consultant/Analyst.

If the questions are related to Supplemental Invoices to the FY 2003-04 CCS Administrative Expenditure Invoices, please contact Helen Wong, Program Support Section at 916/327-2232.

**Original signed by Marian Dalsey, M.D., M.P.H.**

Marian Dalsey, M.D., M.P.H., Acting Chief  
Children's Medical Services Branch

Attachments